

ORD MANAGEMENT CONFERENCE
8 - 10 April 81

PERSONNEL & TRAINING

Attendees

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TIME: 1015 hours -
1730 hours
8 April 81

TIME: 0830 hours -
1700 hours
9 April 81

TIME: 0815 hours -
1500 hours
10 Apr 81

Absentee

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1. It was the decision of the ORD/Career Service Panel to evaluate ORD employees according to the standard Agency system but not to try to differentiate between CATEGORIES II and III. Therefore, the categories are as follows: "TOP" = CATEGORY I, "MIDDLE" = CATEGORY II and III, and "BOTTOM" = CATEGORY IV.

2. GS-15 evaluations were completed. (See GS-15 sheet attached.)

3. All GS-15 evaluations in CATEGORY I and IV are to be put on the DDS&T Worksheet and copies submitted to the D/ORD

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4. Comparative evaluations on GS-04's through GS-14's were completed on 8 and 9 April 1981. (See sheets and notes attached.)

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5. [] was asked to set up a recruiting trip to [] (Recruiter to visit.)

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6. [] was asked to talk with [] in the B&F/ORD about travel accountings. He was requested to point out to them that they should handle potential problems before the accountings are submitted to the D/ORD for approval since they are the "experts" on the rules and the D/ORD is not. (Done)

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7. [] is to talk with [] and inform him that his position is being phased out as of 1 July 1981. ORD is to keep the slot. Some of the job functions are to be taken over by [] C/ORD Registry. The issuance of a memorandum from ORD to [] on this change was not discussed.

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APPROVED:



11/5/81
Date

Date

7 June 81
Date

17 July 81
Date

15 July 81
Date